

Directive for the implementation of the Bavarian Regulation on Infection Prevention and Control Measures at the Bavarian universities

(Last updated: 11 May 2020)

1. Introduction

Pursuant to the Bavarian Regulation on Infection Prevention and Control Measures (BayInfSMV), face-to-face teaching is prohibited at all Bavarian universities until further notice.

Holding examinations and certain practical classes and opening libraries (Section 19) is permitted provided regulations for the prevention of infection are observed.

The measures described below aim to protect university members by breaking the chain of infection, to preserve the health of students and staff during examinations and practical courses and to contribute to the containment of the pandemic.

These guidelines shall apply without prejudice to more stringent and superior regulations. They set out a minimum standard to be implemented independently by the universities in accordance with the specific requirements of the faculties and other academic and non-academic institutions, including further measures where appropriate.

Reference is made to the SARS-CoV-2 occupational safety standards of the Federal Ministry of Labour and Social Affairs.

2. Prohibition of parties and barbecues in public spaces

Parties and barbecues are also prohibited in public spaces on university premises.

3. Prohibition of events, public gatherings and demonstrations

a) Events, public gatherings and demonstrations are prohibited throughout Germany. Regardless of the number of participants, this prohibition also covers events, public gatherings and demonstrations at universities, in particular festivals, celebrations, concerts, theatre performances, information days, education fairs and public lectures.

Meetings that are absolutely necessary for operational reasons, for example meetings of working groups and committees and boards are excluded from this prohibition provided the rules on infection prevention (paragraph 8) are complied with.

b) For demonstrations held on university premises according to the Bavarian Assembly Act (BayVersG) the conditions set out in the infection prevention regulations will apply.

4. Prohibition of face-to-face teaching

a) For the time being, face-to-face teaching is prohibited at universities. This applies in particular to all forms of instruction that require attendance in person, e.g. lectures, seminars, tutorials, further training, courses and other events.

- b) Meetings that are absolutely necessary for operational reasons, for example meetings of working groups and committees and boards are excluded from this prohibition provided the rules on infection prevention (paragraph 8) are complied with.

5. Examinations

- a) Holding examinations that require attendance in person is permitted, provided the minimum distance of 1.5m can be ensured between participants at all times. However, insofar as is possible, reasonable and legally permissible, examination formats that do not require candidates to attend in person must be given preference.

When planning examinations that require attendance in person, prior consideration must be given to the possibility that compliance with the rules on infection prevention (paragraph 8) may, depending on the number of candidates, require more extensive organisational measures for entering and exiting the examination room especially in relation to the number of staff required.

- b) If an examination requires attendance in person, this must be reported to the university management or a body designated by it. The university management is responsible for establishing further procedures on the notification of examinations requiring attendance in person, in particular with regards to the content of the notification. The purpose of the notification procedure is to enable universities to monitor actual compliance with the regulations on infection prevention (paragraph 8), to ensure standard implementation throughout the university and, if necessary, to ensure compliance with the requirements of the health authorities (e.g. keeping lists of participants for contact tracing, notification requirements to health authorities, etc.).
- c) Observers who are not essential to the examination procedure are not permitted to attend examinations.

6. Practical classes

- a) Practical classes that require particular laboratory or working rooms at the universities are permitted insofar as the minimum distance of 1.5m can be ensured between participants at all times. This applies in particular to:
- Laboratory courses
 - Sports courses
 - Fine and performing arts courses (e.g. theatre, music)
 - Fieldwork
- b) Paragraph 5b shall apply accordingly.
- c) Pursuant to paragraph 8, social contact between members of several working groups should be avoided as far as possible. Guests and observers are not permitted.

7. Libraries and archives

- a) Libraries at universities may be opened. No more than one visitor per 20 m² of accessible library or archive space may be admitted.

- b) The type and extent of library opening is decided on by the university management. Depending on local conditions (for example library staff, building conditions, expected demand), the university management can restrict library opening to certain user groups (for example teaching staff) or purposes (for example teaching purposes) or prioritise specific user groups and purposes.
- c) Stringent standards must be applied when deciding on the manner and extent of opening a library. Prior consideration must be given to the possibility that compliance with the rules on infection prevention (paragraph 8) in library operations may require extensive organisational measures and a greater number of staff depending on local circumstances such as building conditions. This applies in particular to the opening of reading rooms.

8. General measures for infection prevention

a) Minimum distance

Wherever possible, a minimum distance of 1.5 m between two individuals must be observed. The minimum distance applies at all times both in regular operational activities and during examinations and practical courses, insofar as these are permissible according to the above provisions. The minimum distance must also be observed in communal areas such as corridors and other access routes, when entering and exiting rooms and buildings.

Where this is not possible by implementing organisational measures, alternative protective measures must be taken. Transparent protective barriers must be installed in offices open to the public such as information and lending desks and, if possible, also to protect workplaces where the minimum protective distance cannot otherwise be ensured. In cases of doubt where the minimum distance cannot be safely maintained, face coverings must be worn that cover the mouth and nose.

Employees must work from home wherever possible at the discretion of the university management. Work on university premises must be organised in such a way that multiple occupancy of rooms is avoided or sufficient protective distances are maintained (for example by using all available space).

Particularly during examinations and meetings, the size and equipment of the room (e.g. arrangement of the chairs and tables) must be selected in such a way that the minimum distance can be maintained, depending on the number of participants. If seats are to remain vacant in teaching rooms, these should be blocked off and the available seating indicated.

b) Hygiene

All individuals are requested to wash their hands regularly and observe coughing and sneezing etiquette (into the elbow) to reduce the risk of infection.

The university must ensure that there is sufficient opportunity for washing or disinfecting hands during work, examinations and practical courses, depending on local conditions and the expected number of people. In sanitary areas and laboratories, cleaning material and disposable hand towels must be provided in sufficient quantities. The minimum distance of 1.5 m must also be observed in sanitary areas.

Tools and work equipment must only be used by one particular person wherever possible. Where this is not possible, regular cleaning must be carried out, in particular before handing tools and work equipment to other persons. Otherwise, suitable protective clothing such as gloves must be used.

The university must ensure that rooms and work equipment are cleaned and disinfected regularly, if necessary several times a day, depending on the use and number of users. This applies in particular to working areas for examinations and practical courses, which are used in short succession by several participants. A cleaning schedule must be defined based on the type and extent of use of the working area.

Rooms that are constantly occupied by individuals must be ventilated regularly (guideline: ventilate rooms every 45 minutes for five minutes, if this is not already ensured by technical measures).

c) Public access

Public access to university buildings and offices, especially by students, must be reduced as far as possible. If possible, public access should be replaced by telephone, postal or electronic communication (for example e-mail). This applies in particular to consultation hours, enrolment, applications and the submission of work and forms.

If attendance in person is nevertheless absolutely necessary, this should only be done by prior appointment in order to avoid unnecessary social contact. Appointments must be scheduled in such a way that there are no waiting times or gatherings of people in waiting areas.

Permitted events (for example examinations) should be separated from each other as far as possible in terms of time and location to avoid unnecessary social contact, such as between participants at the end of an examination.

d) Waiting areas, entry and exit

Waiting areas must be provided with appropriate markings (e.g. floor markings), notices and/or barriers to facilitate compliance with the distancing rules. This also applies to locations and routes where experience has shown that people gather.

In the case of permitted events in which a greater number of people is to be expected (e.g. examinations), the university must ensure through organisational measures (e.g. additional stewarding staff, barriers, markings, etc.) that the minimum distance of 1.5 m is also ensured before and during entry or exit and that individuals do not remain unnecessarily on site following the end of the event.

e) Infected individuals and suspected cases

Infected individuals, in particular those with symptoms of respiratory illnesses or with non-specific general symptoms, may not take part in examinations and practical courses.

The same applies to individuals who had contact in the last 14 days with another individual diagnosed with COVID-19 (contact persons of category I and II)

f) At-risk groups

People with a higher risk of developing severe illness (at-risk groups according to the Robert Koch Institute) are recommended to take sufficient measures to protect themselves. This may include wearing respiratory protection at the required protection level. The universities must, wherever possible, offer appropriate advice to staff through the occupational medical service.

g) Responsibilities:

All members of the university are responsible for ensuring that the above guidelines are actually complied with in the area for which they are responsible. This applies in particular to managers, committee leaders, examiners and teaching staff. This also includes the responsibility to inform the relevant persons (e.g. participants in examinations and practical courses) in an appropriate manner about regulations on infection prevention applicable within their own area. The university must monitor compliance with infection prevention regulations through inspections held at random.

Detailed procedures for the implementation of this directive shall be set out by the university management. The university management may, at their own discretion, adopt stricter regulations.

9. Legal validity

This directive enters into force on 11 May 2020. At the same time, the Directive for the implementation of the Second Bavarian Regulation on Infection Prevention and Control Measures at the Bavarian universities dated 30 April 2020 shall cease to be in force.

This directive was agreed between the twelve member universities of Universität Bayern e.V. and approved by the Bavarian State Ministry of Science and the Arts.

This directive will be updated regularly based on the currently valid version of the infection prevention regulations (BayIfSMV)